

---Minutes: Leesburg Planning Commission January 4, 2001

The Leesburg Planning Commission met on Thursday, January 4, 2001 at 7:00 p.m. in Council Chambers at 25 West Market Street, Leesburg, VA. Members present for this meeting were: Vice-Chairman C. Vaughan, Commissioners: C. Cable, D. Kennedy, L. Schonberger, L. Werner and Councilmember Umstattd. Absent was: Chairman G. Glikas. Staff members present for the meeting were: Mike Tompkins, Lee Phillips, Delane Parks, Randy Hodgson, Paul Gauthier and Jennifer Moore.

MINUTES:

Commissioner Kennedy made a motion to approve the minutes of December 7, 2000 as submitted.

Motion: Kennedy
Second: Werner
Carried: 5-0 with Mr. Schonberger abstaining

Commissioner Cable made a motion to approve the minutes of December 14, 2000 as submitted.

Motion: Cable
Second: Schonberger
Carried: 5-0 with Mr. Kennedy abstaining.

PETITIONERS:

None

COUNCILMANIC REPORT:

Councilmember Umstattd stated that the Council has received an updated rezoning application on Leesburg Commons with amended proffers dated December 19, 2000. Councilmember Umstattd went over a few of the changes to the proffers.

PUBLIC HEARING:

None

SUBDIVISION AND LAND DEVELOPMENT PLAN:

Loudoun County Central Warehouse Preliminary/Final Development Plan:

Mr. Phillips stated that this is simply for a building addition and typically this would have come to the Commission as a “no adverse impact certification”, however because the addition involves the relocation of a sanitary sewer it bumped up the public improvements above the \$3,000.00 mark and the applicants had to file a full development plan application.

Mr. Phillips stated that the School Board runs half of the building, the Maintenance Division of Loudoun County runs the other half and it is the Maintenance Division that wants the expansion.

The staff only had three conditions; one was that the easement plat dealing with the relocation of the sanitary sewer be submitted. Mr. Phillips stated that the applicant has submitted that and it is scheduled for Town Council consideration next week. The second was to clarify on the plan that the existing storage trailers would be removed from the required parking area. The last comment was that the Loudoun County Fire Protection Inspectors comments be forwarded to the applicant upon receipt. He stated that that had been done and the Fire Marshall does not have any additional comments.

Commissioner Werner asked if some of the fencing were to be removed or changed on this application. Mr. Phillips stated that some fencing would come out because the addition parallels one of the fence lines. He stated that anymore detail he would refer to the applicant.

Commissioner Cable asked where the trailer that is located on the lot would be moved. Mr. James Suddrith, Chief of Public Works for Loudoun County came forward to speak. He stated that the construction trailer that Commissioner Cable is referring to is for the Maintenance Building that the School Board is building and should be removed when the construction is complete.

Mr. Suddrith stated that the other trailers would be moved to the backside of the School Board parking lot. He stated that there is also a trailer which houses ammo storage for the Sheriff’s Department and that will be moved off of the easement. He also stated that there are two buildings dedicated to work release and those are in the process of being moved.

Commissioner Werner asked if the screening around the dumpster would be new. Mr. Suddrith stated that it would be the six-foot board on board fence, which is what the Town requests.

Commissioner Cable asked if there are approved plans for this site for additional construction. Mr. Suddrith stated that there are approved plans. Mr. Phillips showed the Commission what the approved plans entail.

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Commissioner Cable stated that if this is all one site, she does not understand why the development plans are separate. Mr. Suddrith stated that the School Board and the County are separate entities and are therefore two separate applications. Commissioner Cable asked how they would know that the integration of this site among the various plans is occurring appropriately. Mr. Phillips stated that the first submission of this plan did not show what the School Board was doing and that is why it is shown faintly on the plan before the Commission.

Commissioner Werner asked if all of the trees outlined on the plan are to be planted. Mr. Phillips stated that all of the circles represent either trees or shrubs and they are all being planted along with the project.

Commissioner Cable stated that she realizes that the School Board and the Maintenance Facility are two separate entities, however, she still has reservations approving an application without the other party here to answer questions. Mr. Phillips stated that the different entities were on different timelines funding wise and that is why they were submitted separately.

Mr. Kennedy made a motion to approve the application as submitted by staff.

Motion: Kennedy

Second: Werner

Carried: 6-0

Commissioner Cable stated that she would support the motion, however she remains concern about a coordination of the two.

ZONING ITEMS:

Mr. Boucher stated that staff is working on the Draft Zoning Ordinance and would like the Planning Commission to know that staff has decided to wait and prepare the entire Ordinance and bring it forward as a complete document instead of piecemeal, therefore he would request that the Planning Commission cancel the January 11th worksession. On January 28th the staff hopes to bring the entire document to the Planning Commission for review.

COMPREHENSIVE PLAN ITEMS:

SE 2000-13, The Middleburg Bank: Mr. Hodgson stated that he passed out an updated report to the Commissioners along with a copy of Calvin Grows' updated transportation study.

Mr. Hodgson stated that this is a proposed branch bank to be located on a Leesburg Corner Premium Outlet pad site. He stated that the bank is a by-right use, however,

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the bank is requesting a drive-thru and thus is required to get a Special Exception from the Town.

Mr. Hodgson stated that when the rezoning was approved in 1997, it was approved for a total of 500,000 square feet of total retail area, so staff asked the applicant to verify that they had not gone over that cap. The applicant sent an analysis which shows that the pad site is within the 500,000 square feet of gross buildable area.

Mr. Hodgson stated that the staff is requesting that the applicant build a pedestrian sidewalk along the service road over to the bank, so that people have a safe method of travel. He also stated that staff is recommending that the chain-link fence currently on the site be eliminated and that the applicant replaces it with a wrought iron fence similar to the one that is located at the main entrance to the shopping center.

Commissioner Vaughan asked for more information regarding the placement of the sidewalk. Mr. Hodgson presented more information regarding the location of the sidewalks to the Commission.

Commissioner Werner recommended that a fence be placed all the way around the area because there is an existing well-worn foot path and the fence may deter foot traffic to that area from the homes surrounding the shopping center. She stated that putting steps there would encourage people to cross the highway and she does not believe that that is what the Town wants.

Commissioner Schonberger stated that he noticed that a boundary line adjustment is required between the lot to be acquired and the existing Chelsea property and he would like to know the reason for that. Mr. Hodgson stated that there would need to be a boundary line adjustment to create that lot.

Mr. Titus came forward to give the Planning Commission more information regarding the application.

Commissioner Schonberger stated that he would like to see everything tie together. The boundary line adjustment, the proposed bank and the 1,000 square feet left of usable space. Mr. Banzoff stated that he was not sure what would be done with the 1,000 feet and could not comment on that part of the plan.

Commissioner Schonberger asked how the applicants determined the number of drive-thru windows. Mr. Titus stated that the applicants are using the same type of configuration as their two other local banks, the branch in Leesburg and the one in Purcellville.

Commissioner Schonberger asked if a cross access easement would be created for the center. Mr. Titus stated that they would be using the same access easements that Bob Evan's and TGI Friday's are using. Commissioner Schonberger asked if the traffic assessment has looked at how the banks location would affect the flow of traffic in and

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out of the parking area for the people going to the Outlet Mall. Mr. Hodgson stated that the major concern for the Engineering Department was that the traffic not overflow onto the major streets and did not indicate that the overflow into the mall would be a major issue.

Commissioner Cable stated that she believes that the turn to come into and leave the parking area of the proposed bank is a very sharp turn and she is concerned with the traffic flow as well. Mr. Gauthier stated that this is the Special Exception stage of the site plan and once a development plan has been submitted the Engineering Department will make sure that vehicles can make that turn.

Commissioner Cable stated that she is also concerned with the flow of traffic to and from the proposed bank, especially during the holidays. Mr. Titus stated that the applicants were concerned as well, however their hours of operation would be different from the peak hours of the mall.

Mr. Titus stated that they do not necessarily object to the sidewalk, however they do now want to encourage people to walk across the four-lane divided highway.

Commissioner Werner stated that she has concern about what would be placed on the roof. Mr. Titus stated that the BAR is very sensitive to that issue and they anticipate the same, however at this point the applicant does not know what type of roof would be used.

Mr. Banzoff came forward and gave a more information regarding fencing, sidewalks and traffic flow. He stated that the fence and sidewalks are off-site and that this issue should only address the drive-thru.

Commissioner Schonberger stated that he would be interested to know what Chelsea intends to do with the left of 1,000 square feet. Mr. Banzoff stated that he does not know at this point.

Vice-Chairman Vaughan stated that this application would not be voted on tonight and that the Commission should be prepared to act on this application at the January 18, 2001 public hearing.

At this point the Planning Commission took a 10-minute break and resumed at 8:20 p.m.

OLD AND NEW BUSINESS:

Commissioner Cable stated that she received e-mail from Chairman Glikas withdrawing his request for consideration as Chairman. She stated that Chairman Glikas had indicated that he would support whoever took over as Chairman and help in any way that he could.

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Commissioner Cable stated that she also received e-mail from Chairman Glikas requesting that staff follow up on the Commission's request to hold a "retreat". She would like to reiterate that the Commission is very anxious to have that meeting and have it set up as quickly as possible.

Commissioner Werner stated that she had spoken with Mr. Noe and he had indicated that there is a facilitator available to the Planning Commission that the Town has used in the past.

Vice-Chairman Vaughan stated that he believes that the Commission needs to come up with a list of items to be discussed at the "retreat", those items could include, conduct at meetings, Robert's Rules of Order, the By-Laws, etc. Mr. Tompkins stated that he would like to canvas the Commission by phone to find out what issues each Commissioner would like to have discussed at the "retreat". Commissioner Cable stated that she has provided staff several times over the last year with a rather lengthy list of the items that she would like to have discussed.

Vice-Chairman Vaughan suggested having a short meeting to go over an agenda for the "retreat". Mr. Tompkins stated that that would be fine and suggested having it on January 11, 2001 since Mr. Boucher postponed the worksession scheduled for that night it is now available and the Planning Commission members should already have a meeting scheduled for that night. The Planning Commission agreed to meet on January 11, 2001 at 7:00 p.m. in a worksession.

Vice-Chairman Vaughan asked Commissioner Cable, who was appointed the sub-committee for election of officers to give her report. Commissioner Cable stated that she telephoned every member of the Commission and asked for their nomination for Chairman and Vice-Chairman and the list was presented to the Commission last week.

Commissioner Cable stated that there was two names listed for Chairman one was Gus Glikas and the other Cliff Vaughan and Chairman Glikas has now withdrawn his name.

Commissioner Cable called for other nominations from the floor and seeing none called for the vote. Commissioner Werner made a motion to nominate Vice-Chairman Vaughan as Chairman for the up coming year.

Motion: Werner
Second: Kennedy
Carried: 5-0

Commissioner Cable stated that she believes that Vice-Chairman Vaughan would be an outstanding Chairman and she believes that Chairman Glikas did an outstanding job as well.

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Vice-Chairman Vaughan accepted the challenge of chairing the Commission and shared some of his thoughts for the future with the Commission.

Commissioner Cable stated that she had received four nominations for the position of Vice-Chairman and they were, Commissioner Cable, Commissioner Schonberger, Vice-Chairman Vaughan and Commissioner Werner. She stated that since Vice-Chairman Vaughan was elected Chairman his name would be taken off of the list for Vice-Chairman. She asked if there were any nominations from the floor. There were none.

Commissioner Cable stated that she checked with the Town Attorney regarding the possibility of a tie vote. Mr. Donnelly stated that according to Robert's Rules of Order "the organization may adopt particular rules for conducting an election of officers, which may address ties. In the absence of such rules, voting should be continued until one candidate obtains a majority. The election may be adjourned to subsequent meetings until a majority is obtained."

Commissioner Werner stated that there are only five voting members and she does not foresee a problem this time.

Commissioner Schonberger stated that he is flattered to be nominated. However, he looks at the position of Chairman and Vice-Chairman as a job that everyone should take a turn at and does not view it as any greater sense of empowerment than any other member of the Commission. He is concerned that this entire process may be falling more into a "popularity contest" instead of just rotating the position so that whomever is placed in these two positions has the entire support of the Commission.

Commissioner Schonberger stated that he currently has many outside obligations in the coming year and would like to withdraw his name from the list to be considered for Vice-Chairman.

Commissioner Cable stated that in like manner she would like to be Vice-Chairman. She stated that she agrees that this is the best position to rotate, with the objective being to give someone in the Vice-Chairman's position the experience, on occasion, at being Chairman.

The Chairman called for a roll call vote and asked each Commissioner to tell who they were voting for:

Commissioner Cable -	Cable
Commissioner Schonberger -	Cable
Commissioner Kennedy -	Werner
Commissioner Werner -	Werner
Vice-Chairman Vaughan -	Cable

There being no further business the meeting adjourned at 9:40 p.m.